



LAND OF THE CURIOUS



 ORIENTATION - AUTUMN SEMESTER 2025

COURSE ENROLMENTS

For Incoming Exchange Students

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CONTENT

- »» Coordinator for incoming exchange students
- »» Study counselling and changing your LA
- »» Sisu – student information system
- »» Course registrations
 - »» Including: courses that have changed, exceptional cases

The slides will be available in elut.fi

- ➔ Starting studies
- ➔ Exchange students starting information
- ➔ Orientation materials and videos –
Exchange students

If you did not see my presentation Studies @LUT, please watch the recording.



COORDINATOR FOR INCOMING EXCHANGE STUDENTS

Marjut Summanen

Coordinator

LUT International Mobility Services

incoming@lut.fi

- » Feel free to address me by first name!
- » Easiest way to reach me is via email. You can also request a meeting time (on campus or online).
- » I will set up a booking system where you can book a time for a Teams/in person meeting.
- » Whenever you need me to sign a document, please prefill it as far as you can. **All signatures can be handed via email.**

LEARNING AGREEMENT

- » Please note that the Learning Agreement is NOT a course registration. It does not guarantee you a spot on the course or that the courses you have chosen do not overlap.
- » Sometimes you need to change your Learning Agreement during the course enrolments (if for instance a course has been deleted, a course is already full, the timetables are overlapping etc.)
- » If you need to choose a new course that is not in your Learning Agreement:
 - » 1. Choose a course from the [course catalogues for exchange students](#).
 - » 2. Enroll on the course before the registration closes (Fri 29th 23:59)
 - » 3. Make sure from your home institution that the change is acceptable
 - » 4. Check from the LUT incoming coordinator that the change is acceptable: incoming@lut.fi
 - » 5. After the registration has closed and your course enrolments are confirmed, change your Learning Agreement to match your enrolments and have it signed by your home institution and LUT.
- » If your home institution uses EWP for online LAs, please inform me that your LA is waiting to be signed, if I have not noticed it within two weeks.
- » You can upload the updated LA to LUT Mobility-Online or send it to incoming@lut.fi



SISU & COURSE REGISTRATIONS



COURSE REGISTRATIONS

- » Deadlines for course enrolment:
 - » Period 1: registration ends on Friday, August 29th at 23.59.
 - » Period 2: Monday, October 20th at 23.59.
 - » Period 3 (Spring semester): registration starts in December and ends on Monday, December 29th at 16.00
 - » Period 4: Monday, February 23rd at 23.59.
- » Registration for courses arranged during the intensive weeks ends a week before the start of the intensive week, on Mondays.
- » Remember to register for the exams separately – in time (a week before)!
- » <https://elut.lut.fi/en/completing-studies/examinations/registration-exams-and-mid-term-exams>

LATE COURSE REGISTRATIONS

- Once the registration deadline is over you can no longer enrol to courses in Sisu
- If you missed the registration deadline and would like to join a course you need the **lecturer's approval**
 - contact the lecturer directly and ask permission to participate and late registration
 - contact incoming@lut.fi to confirm it is okay for you to take this course
 - after the approval of both, contact Student Services to enrol
- **Note!** For each late course enrolment, **a fee of 10 euros per course will be charged.**
 - The fee is not collected from new students and exchange students in the **first period of their studies**



Instructions for late enrolment in eLUT <https://elut.lut.fi/en/current-topics/late-enrolment-courses>

DROPPING A COURSE

- If you have registered for a course and do not complete it, you must suspend the completion of the course in Sisu. You can withdraw from the implementation when the registration period has ended.
- If a student who has completed the study attainments required for passing decides to drop the course, the course will still be assessed.
- See eLUT for further information <https://elut.lut.fi/en/it-instructions-and-study-tools/sisu/sisu-instructions/registration-courses-and-exams-sisu/cancel>
- Dropped courses will not show in your transcript.
- Please note that most courses can be completed only once during the academic year.



TIMETABLES IN SISU OR IN TIMEEDIT

- »» SisU → Create a personal study plan → Study calendar → Show events in the calendar
- »» eLUT → Completing Studies → Planning your studies → Timetables
 - »» Direct link to TIMEEDIT: <https://cloud.timeedit.net/lut-saimia/web>
 - »» Note that some of the language courses' timetables might show only in TIMEEDIT



COURSE REGISTRATION IN SISU

- »» Before enrolling on courses, you must create a personal study plan. Add the courses you are planning to take (see from your Learning Agreement).
- »» The course you want to enroll on must be in your primary study plan.
- »» Course enrolments can not be done via the “search” function!

EXCEPTIONAL CASES

If a course is marked to last the entire academic year, Sisu will reject your enrolment if your study right is only for the autumn semester. **Do not delete your rejected enrolment!** The student services will check these courses and confirm the enrolments of exchange students once the registration period has closed.

- » CT70A9120 Software Development Skills: Mobile
- » CT70A9140 Software Development Skills: Full-Stack
- » CT70A9110 Software Development Skills: Front-End
- » BH10A1900 Fundamentals of Energy Technology
- » A130A0620 Basics in MS Excel for Business Students
- » BH60A7200 Circular.now
- » CT70A9150 Introduction to DevOps
- » KE00DG83 English and AI: Terminology, Ethics and Writing
- » CT60A5511 Software Quality Management (Lahti?)
- » BJ02A3010 Membrane Technology
- » BJ03A1020 Biological Waste Water Treatment
- » BJ02A6020 Power-to-X processes
- » BJ04A7010 Bioeconomy
- » CS30A1620 Artificial Inventiveness
- » CS30A0810 Must-Have Math for Decision Makers
- » A330A0600 Digital Marketing Certificate
- » A320A6000 Prototype Project at J. Hyneman Center
- » YTS011100 Smart Cities and Urban Transitions
- » CT80A0200 Software Business
- » CT60A5401 Game Development Project
- » CT70A9400 Foundations of Digital Transformation

If the course is not on the list above or your enrolment isn't confirmed by September 2nd, please contact incoming@lut.fi Remember to mention the name/code of the course!

— EXCEPTIONAL CASES

- If a course has another LUT course as **a mandatory prerequisite**, Sisu will reject your course enrolment as you have not completed the required course.
- Please assess if your previous studies meet the prerequisites.
- If you think you meet the prerequisites, and the course has been accepted to your Learning Agreement, send an email to incoming@lut.fi and I'll ask the student services to confirm your enrolment.
- Remember to mention the name/code of the course!

— OTHER POSSIBLE ERRORS AND WHAT TO DO

- »» The course you are trying to enroll to is not in your **primary study plan**.
 - »» Check that the course is in your study plan and that the study plan is marked as primary plan.
- »» You tried to enroll using the search function.
 - »» Enroll from the tab "Registration"
- »» The course is already full.
 - »» You can try to ask the teacher if they still allow you to be added on the course. However, they may not agree, so consider finding some other course instead.

— AFTER THE REGISTRATION

- »» After you click on “REGISTER” and “CONFIRM”, the course will appear under the titles “Registration(s) being processed” or “Registration processed”.
- »» Registration processed
 - »» The registration/enrolment has been either confirmed or rejected (this will be shown)
- »» Registration(s) being processed
 - »» Whether or not you are accepted on the course will be confirmed after the registration period closes.
 - For some courses this is done automatically by Sisu, and you can see if it has been confirmed on Saturday morning.
 - For some courses teachers need to manually accept enrolments. There is no specific deadline when the enrolments are confirmed.



TIPS AND NOTES

- » Do not use your browser's translator in Sisu or any LUT site! The translations are likely to be incorrect and thus, they will lead you astray.
- » LUT data systems (including Sisu): you can change the language to English (FI – EN).
- » Some Sisu instructions may apply to degree students, but not exchange students – bear this in mind when you read about Sisu or watch the instruction videos!
- » One more time: if you have any questions, please do not hesitate to contact me at incoming@lut.fi! I'm happy to help you and if I cannot give you the answer, I can guide you further 😊



LINKS AND HELP

[Course selection for exchange students \(lut.fi\)](#)

[Enrolments to courses](#)

[Registrations to exams and mid-term exams](#)

Problems with course registrations or exams or grades? Contact opinto@lut.fi.

Technical questions/problems about Sisu? Contact sisuhelp@lut.fi.

Course selection issues? Contact incoming@lut.fi.

General IT issues? Contact Student.ITHelpdesk@lut.fi.



SISU LINKS

- » [Sisu Instructions](#)
- » [Personal Study Plan – PSP \(eLUT\)](#)
- » [Creating PSP \(eLUT\)](#)
- » [Registration to courses and exams – Sisu \(eLUT\)](#)
- » [Registration to implementations via PSP - Sisu](#)
- » [Discontinue the course – Sisu](#)
- » [Q & A – Sisu](#)

QUESTIONS AT THIS POINT?

Now log in to Sisu...

<https://sisu.lut.fi/student/login>

DISCLOSURE OF INFORMATION IN SISU

- » Visit your profile in Sisu to choose which information you allow to be disclosed:
 - » For instance, if the LUT Library or the Student Union LTKY can see your information

My profile -> Personal Information -> scroll down to see Disclosure of Information -> Edit

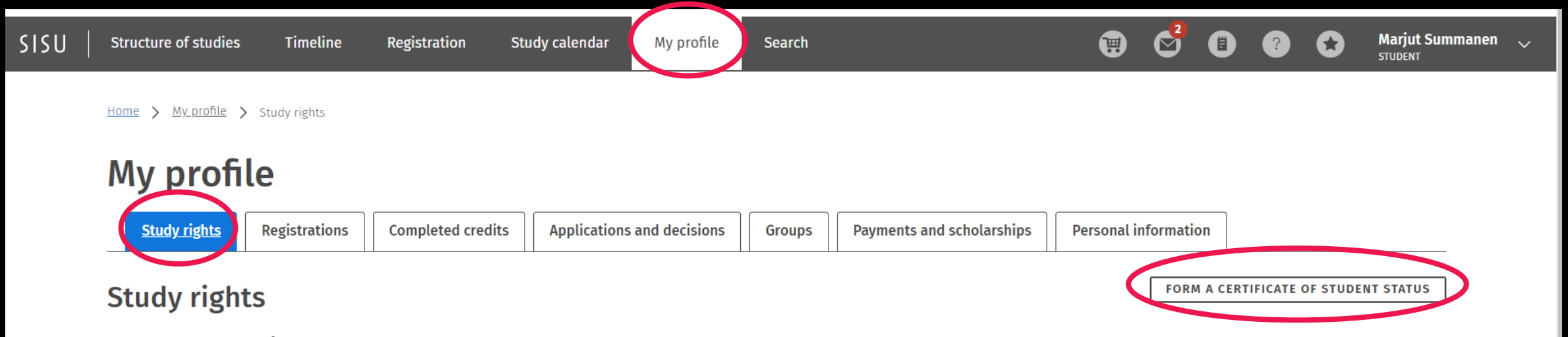
Disclosure of information

[EDIT](#)

Your information will only be disclosed for authoritative purposes as defined by law and for the purposes you have accepted.

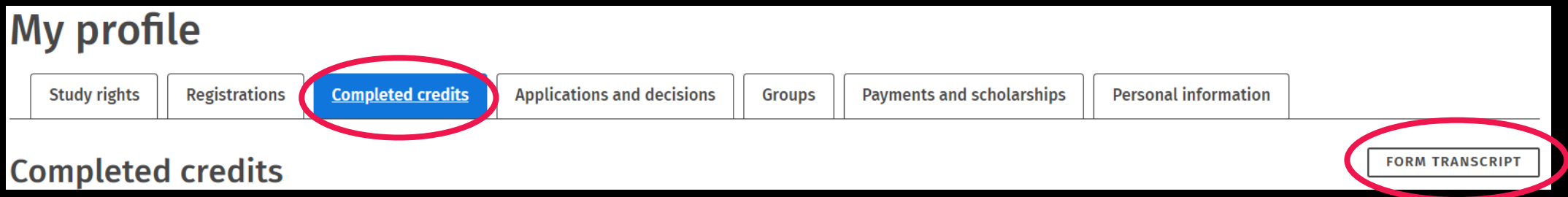
- ⓘ You have not yet defined whether your information can be disclosed for the following purposes:
- Information on graduation
 - LUT Library customer database
 - Database for Student card
 - Employers for recruitment purposes
 - Information to Student union of LUT
 - Sending transcript of records by e-mail
 - LUT electronic telephone directory in intranet

Attendance certificate / Certificate of Student Status in Sisu



The screenshot shows the Sisu web application interface. The top navigation bar includes links for Structure of studies, Timeline, Registration, Study calendar, My profile (highlighted with a red circle), and Search. On the right, there are icons for a shopping cart, a message (with a red '2' badge), a calendar, a help icon, and a star, followed by the user's name 'Marjut Summanen' and the title 'STUDENT'. Below the navigation bar, a breadcrumb trail reads 'Home > My profile > Study rights'. The main heading is 'My profile'. A horizontal menu contains several tabs: Study rights (highlighted with a red circle), Registrations, Completed credits, Applications and decisions, Groups, Payments and scholarships, and Personal information. Below this menu, the heading 'Study rights' is displayed. On the right side of the page, there is a button labeled 'FORM A CERTIFICATE OF STUDENT STATUS' (highlighted with a red circle).

Official Transcript of records in Sisu



The screenshot shows the Sisu web application interface for the 'Completed credits' section. The top navigation bar is identical to the previous screenshot, with 'My profile' highlighted. The breadcrumb trail is 'Home > My profile > Completed credits'. The main heading is 'My profile'. The horizontal menu has the same tabs, but 'Completed credits' is now highlighted with a red circle. Below the menu, the heading 'Completed credits' is displayed. On the right side of the page, there is a button labeled 'FORM TRANSCRIPT' (highlighted with a red circle).





STEPS IN THE COURSE ENROLMENT

- » Start from the tab "Structure of Studies"
- » Add the courses to your plan by clicking the titles and choosing the correct components from the selection panel on the right.
- » Click the course code.
- » Choose the tab "Completion methods" and choose the completion method and implementations you want to enrol on by clicking "select".
- » Move on to the tab "Registration"
- » Click on "register" and then "confirm" for all of the implementations you want to enroll on.
- » Remember the possible error situations (slides 12-14)

— FURTHER QUESTIONS?

- »» Ask help from your tutor
- »» incoming@lut.fi
- »» Meet the Student Exchange Coordinator for Exchange Students
 - »» Time: Wed 27th at 13.30-15
 - »» Place: 1325
- »» Online Course enrolment session on Thursday 28th at 9-10:30. Link is in the orientation programme for Lappeenranta campus.